

Fall 2021 – Program and Communications Intern

Application deadline: Open until position(s) is/are filled.

Position start date: On or about August 30, 2021. Earlier if practical.

Time commitment: 32 hours per week preferred, minimum of 20 hours per week.

Compensation: Internship is unpaid.

Organization Description

The US-China Education Trust (USCET) is a 501(c)(3) non-profit organization, dedicated to strengthening mutual understanding between the United States and China through education and exchange for next-generation leaders. USCET works with Chinese academic institutions that comprise its 54-member American Studies Network and 39-member Media Education Consortium. Through conferences, seminars, fellowships, and professional training, USCET helps China's policymakers, university faculty and students understand American society in the context of the political, cultural, and economic forces that have given rise to America and its values.

Position Description

USCET seeks self-motivated, highly organized, and tech-savvy Communications and Program Interns to provide communication and programmatic support to the Chief Operating Officer and the President and work as part of a dynamic team. She or he play key roles in supporting the implementation of ongoing programs as well as developing new initiatives addressing critical issues related to US-China relations. Interns are responsible for creating meaningful content for USCET's social media presence and connecting with relevant audiences.

Responsibilities

1. ***Program implementation*** - Assist in the implementation of program activities:

- Support the monitoring of program activities and the implementation of Monitoring and Evaluation plans;
- Assist in formulating program budgets, tracking expenditure of funds, and administering financial transactions;
- Field and manage consultants and speakers, including drafting consultant contracts and monitoring deliverables and expenses;

2. ***Communications and Outreach***

- Conduct online communications - Write blog-type updates for USCET's website, draft new website pages, draft announcements and newsletters for partners, and other online content;
- Conduct social media communications - Update USCET social media platforms, including Facebook, LinkedIn, YouTube, and others;
- Write initial drafts of speeches for USCET's president;
- Create dynamic written, graphic and video content, including invitations, brochures, and other materials for programs and events.

3. ***Reporting and Grant writing*** - Contribute to the design and development of new initiatives:

- Conduct research to inform the development of new initiatives related to US-China relations;
- Write concept papers and develop grant proposals and budgets;

- Draft reports for internal records as well as to Advisory Council and donors. Donors may include individuals, foundations, and government agencies;
- Conduct other writing projects as assigned.

Qualifications

- Current Undergraduate Juniors / Seniors, and Graduate students.
- Demonstrated academic and personal interests in international relations, diplomacy, and US-China relations and policies.
- Excellent communication, writing and editing skills.
- Well organized with attention to detail and ability to carry out tasks independently.
- Solid organizational skills with ability to multitask.
- Strong computer skills, including proficiency in Microsoft Office, WordPress, Canva, and Constant Contact;
- Graphic design skills desirable;
- Proficiency in written and oral Chinese preferred but not mandatory.

Compensation

Internships are unpaid, and can be applied towards college credit where applicable. Our internship program is open to US citizens, permanent residents, students and recent graduates who are eligible to work in the United States. We are unable to sponsor visas.

How to apply

Application:

- Send cover letter, resume, and 2 short writing samples of no more than three pages each to: employment@uscet.org

Location:

- Elliott School of International Affairs, George Washington University, Washington DC
- Virtual internship considered